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Approved For Release 2004/05/05 : CIA-RDP80M01082A000900120007-
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IC Regt by
JF

24 January 1974

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Monthly Newsletter

1. The Coordination Staff, in response to General Graham's request, will prepare a monthly IC Staff Newsletter for distribution to USIB principals and IRAC members. The intent of the newsletter is to give visibility to ICS activities which emphasize our community responsibilities and which reinforce in the minds of the reader the image of the IC Staff as the DCI's community staff and not just another CIA office.

2. Attached is a sample newsletter based on material selected from the ICS Weekly Activities Report prepared in [REDACTED] office, using the January reports thus far issued. Since the Weekly Report is for in-house use and, in many cases, assumes a good deal of prior knowledge about the activities reported, other sources were also consulted in preparing the sample report, including conversations with some action officers. Because the newsletter is to be published at the SECRET level, certain items were edited, and, in the case of CPAG activities, sanitized inputs were requested and obtained from that office. We also plan to obtain contributions from [REDACTED] and General Graham for inclusion in the final letter.

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3. Your comments are requested on:

a. Overall content in the context of the stated purpose of such a newsletter.

b. Reporting of activities of your Group: any changes, additions or deletions.

c. Do you think it would improve the newsletter to include, where appropriate, the name of the action officer and telephone extension. [REDACTED]

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d. Do you have any problem with the classification of the overall report as SECRET.

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4. An appropriate letterhead is being developed for the newsletter and the first issue will either carry an introductory paragraph or a covering letter from General Graham.

5. Since General Graham wants the first issue published in early February, covering January activities, your early response on the sample letter would be appreciated. Additional information or any questions you may have should be directed to [redacted] who is the Action Officer.

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[redacted]
Donald P. Harvey
Rear Admiral, USN
Chief, Coordination Staff

Distribution:

one - each addressee with attachment
1 - CS subject
1 - CS chrono